

**Bid Board Notice**

**PROCUREMENT ID NUMBER: PHPA-S1088**

**ISSUE DATE: JULY 13, 2012**

**TITLE:** Installation of Audio Visual Equipment in the State WIC Training Center for the Maryland Department of Health and Mental Hygiene (DHMH), Family Health Administration, Maryland WIC Program.

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**E-Maryland Marketplace**

eMM is an electronic commerce portal administered by the Maryland Department of General Services. Questions and Department responses, addenda, and other solicitation related information will be provided via eMM. Registration is free. Go to <https://ebidmarketplace.com/> and click on "Registration" to begin the process then follow the prompts. For assistance in the registration process, please call 410-767-1492.

Each Offeror/Bidder must indicate their eMaryland Marketplace (eMM) vendor number on the bid sheet submitted at the time of their response to a solicitation. The eMM vendor number is not the same as the eMM solicitation number. The vendor number is a unique number given to each vendor once the eMM registration process is complete.

**Summary Statement**

The Maryland WIC Program is the designated State Agency for Maryland and responsible for the statewide administration of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). WIC is a federally funded program administered at the federal level by the Food and Nutrition Services (FNS), United States Department of Agriculture (USDA).

The purpose of the WIC program is to provide supplemental foods and nutrition education through Local Agencies at no cost to eligible persons. The WIC Program serves as an adjunct to good health care during critical times of growth and development to prevent the occurrence of health problems and improve the health status of low-income pregnant and postpartum women, infants, and children under five years of age who are at nutritional risk. The Maryland WIC Program promotes breastfeeding and encourages new mothers to breastfeed their newborn infants.

**DESCRIPTION OF SERVICE**

The Maryland WIC Program within the Maryland Department of Health and Mental Hygiene (DHMH) is soliciting a vendor to install Audio Visual equipment in the State WIC Training Center in Anne Arundel County. The Maryland WIC Program has consolidated two training centers into a new centralized site located at 5503A Ritchie Hwy, Brooklyn Park, MD 21225. This procurement is for

the installation of AV equipment in 1 of the spaces (Training Room A.) Some of the equipment to be installed has been used in previous training centers operated by the Maryland WIC Program. Additional equipment, cables and other accessories may have to be procured by the awarded vendor and needs to be included in the bid price submitted.

Bids of \$25,000 or less will be considered. This bid is to be all inclusive of labor, equipment and any costs to have a functional system that meets the Programs need.

**SCOPE OF WORK**

The selected Bidder shall install the equipment to make this system functional as stated below:

**Training Room A:**

- 10 ceiling speakers, VTC ploycom and auxiliary camera, 46” LCD monitor, 5” wall mounted touch panel, 2 ceiling microphones.
- DSP for teleconferencing applications, power conditioner, integrated master/NetLinX controller/ processor, 12 VDC 4.4A power supply, Crosspoint Ultra 128 12x8 Ultra-Wideband matrix switcher, 2 wireless receivers for headset microphones, 80w 3 channel amp, HDMI audio de-embedder
- Equipment that the State currently has id listed in Table 1 below.

<b>Table 1. (Training Room A)</b>			
<b>Item Description</b>	<b>Manufacturer</b>	<b>Model #</b>	<b>Qty</b>
VSX 8800 Presenter MP	Polycom	7200-22750-002	1
PowerCam Auxiliary Camera	Polycom	8200-51095-001	1
Camera Cable for Powercam Auxiliary Camera	Polycom	7230-21703-200	1
Camera Wall Mount	Vaddio	535-2000-219	2
46” 1080P Professional LCD Monitor	Sharp	PN-465U	1
DSP for Teleconferencing Applications	Biamp	Nexia TC	1
Rack Mounted Power Conditioner	Furman Sound	PL-PLUS II	1
Integrated Master/NetLinX Controller/Processor	AMX	NI-3100	1
Wall-Mounted 5” Color Touch Panel	AMX	NXD-CV5	1
12VDC, 4.4A Power Supply	AMX	PSN4.4	1
Ceiling Speaker w/ Transformer	JBL	Control 26CT	10
CrossPoint Ultra 128 12x8 Ultra-Wideband Matrix Switcher	Extron	60-334-21	1
Equipment Rack/Rear Rack Rails/Caster Base	Middle Atlantic	Various	1

**Bidding process for interested bidders:**

This is a Multi-Step IFB Procurement. Potential bidders must follow procedures listed below for bids to be accepted for this procurement. Items 1 through 3 are mandatory. Item 4 will not be considered from vendors who do not satisfy items 1 through 3.

1. **Site Walkthrough** - July 30<sup>th</sup> from 2:00 PM – 4:00 PM  
 Location: 5503 A Ritchie Hwy  
 Brooklyn Park, Maryland, 21225

Contact: Ellen Hisamoto  
Phone: 410-222-6131

Attendance of the walkthrough is **MANDATORY**. Bids received from bidders that did not attend and sign in at the walkthrough will be deemed unacceptable for award.

2. **Experience** - Five years of experience installing AV equipment is required. Please submit a list of related experience and include the Company Name, start and end time frames, and contact name and phone number for which the work was done.
3. **References** - Bidder shall submit three references from for which service was provided. References shall include a contact person, their phone number, and their e-mail address.
4. **Bid Sheet** – Submit the attached bid sheet showing the total all-inclusive price for installation and the necessary equipment for the system to be functional.

### **Award**

An award will be made on the basis of the most advantageous offer to the State of Maryland considering price after the mandatory requirements are met.

### **CONTRACT TERM**

The term of this contract shall be from Aug 20, 2012 to Sept 30, 2012.

### **TIE-BIDS**

If bids are received from responsive and responsible bidders that are identical in prices, terms and conditions and which meet all requirements set forth in the Invitation of Bids, an award will be made in accordance with State Regulations 21.05.02.14B. If a tie still exists, the bidder with the most experience shall be used to determine the successful bidder.

### **BILLING**

Payment will be made by Office of the Maryland WIC Program upon satisfactory completion of service. **Invoices must be on company letterhead and include contractor's name, address, date, line item breakdown, Tax ID #, contract number, Blanket Purchase Order (BPO) number, and signature in order to be processed.**

### **SUBMISSION DEADLINE**

Bids must be mailed or hand-delivered and must be received by the **PROCUREMENT OFFICER** **NO LATER than 2:00 p.m. on Thursday August 2nd, 2012** in order to be considered.

Bidders who hand deliver bids are requested to please ask the building's security desk to telephone the **PROCUREMENT OFFICER**.

Bidders who mail their bids should allow sufficient mail transit time to ensure timely receipt by the **PROCUREMENT OFFICER**. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidder must confirm, at least 60 minutes before the deadline, that the bid was received in FHA Procurement. FHA is not responsible for bids dropped off in the mailroom.

Questions regarding this solicitation should be directed to the **PROCUREMENT OFFICER**.

**PROCUREMENT OFFICER:**

Vern Shird  
Family Health Administration  
201 West Preston Street Room 306  
Baltimore, MD 21201  
Phone: 410-767-5555  
410-333-7106  
Email: [vshird@dhmh.state.md.us](mailto:vshird@dhmh.state.md.us)

**ISSUING OFFICE:**

Maryland WIC Program  
Attn: Robert Bruce  
201 West Preston Street  
Baltimore, MD 21201  
Phone: 410-767-1449

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO  
RESPOND TO THIS SOLICITATION**

**Bid Sheet**

**Maryland Department of Health and Mental Hygiene  
Office of the Maryland WIC Program  
WIC State Training Center AV Installation**

**A)**

**Vendor Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Name and Phone** \_\_\_\_\_

**Vendor e-mail** \_\_\_\_\_

**FED ID #** \_\_\_\_\_

**Vendor eMM Number:** \_\_\_\_\_

**B) Installation cost for Training Room A** \$ \_\_\_\_\_

**C) Equipment cost for Training Room A** \$ \_\_\_\_\_

**D) Cables and other accessories cost for Training Room A** \$ \_\_\_\_\_

**E) Total cost\* of all AV Installation (B+C+D=E)** \$ \_\_\_\_\_

*\*Total Cost cannot exceed to \$25,000*

**F) Submissions (Experience, References)**

\_\_\_\_\_  
**Signature** **Date**

Vendor signature and date certifies that budget submissions are correct and that vendor agrees to perform all services stated in this IFB.